

Governor's Workforce Investment Board Executive Committee

**Conference Call
September 21, 2006**

MINUTES

Committee Members Present: Arlene Parisot.

Committee Members Present via Phone: Dan Miles, Chair; Marty Copps, Vice-Chair; Dave Crum; Georgia Gibbs-Atkinson; Mike Grove; and Robbe Lindsay.

Committee Members Absent: Evan Barrett; Keith Kelly; Lane Larson; Mike O'Neill; and John Prinkki.

Staff: Leisa Smith; Chris Wilhelm; and Mary Eve Pietrukowicz.

Guests: Todd Younkin; and Annette Miller.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 2:38 p.m., reminding members to say their name before speaking for the accuracy of the records. Chris Wilhelm conducted roll call and reviewed the documents in members' packets. Chairman Miles requested consensus to use the relaxed version of *Robert's Rules of Order* and received it.

Approve Agenda

The Executive Committee reviewed the agenda. Dave Crum moved to approve the agenda, Vice-Chair Marty Copps seconded, and the motion carried.

Approval of August 22, 2006 Minutes

The Executive Committee members reviewed the minutes of the August 22, 2006 meeting. Arlene Parisot moved to approve the minutes as written, Vice-Chair Copps seconded, and the motion carried.

Action Item

PY05 Workforce Information Grant Annual Report

Chairman Miles introduced Research and Analysis (R & A) Bureau Chief Todd Younkin and Deputy Bureau Chief Annette Miller. He explained one of R & A's grant requirements is submitting to US Department of Labor's Employment and Training Administration (ETA) an annual progress report of its accomplishments. Upon the Executive Committee's approval of the report, Commissioner Kelly and Chairman Miles sign it. Chairman Miles complimented Mr. Younkin and Ms. Miller on their work meeting goals and outcomes, and creating the annual report.

Mr. Younkin thanked the Executive Committee members for their time. He pointed out the 2005 report format is less cumbersome, thanks to an ETA reporting change. R & A has accomplished the tasks with which SWIB Chairman Miles had charged it. Mr. Younkin also brought members' attention to the section changing language from providing services to SWIB, to partnering in consultation with

SWIB. Chairman Miles asked whether this alters the way in which R & A interacts with SWIB. Mr. Younkin replied although the ETA is granting 13% less funding this year, SWIB will not see a significant change in how R & A meets the Board's requests, most of which have not taken R & A much time to pull together. Mr. Younkin added R & A has applied for WIRED funding and is always looking for money with which to partner.

Chairman Miles asked members if they had any comment. There was none. Mr. Crum motioned to approve the annual report, and Mike Grove seconded. The motion carried. Chairman Miles then requested a motion to approve the *Statement of Work Certification Training and Employment Letter of 3-06*. Mr. Grove moved to approve it, Ms. Parisot seconded, and the motion carried.

Leisa Smith stated R & A must submit the *PY 2005 Montana Progress Report* and *Statement of Work Certification* requiring Chairman Miles's and Commissioner Kelly's signatures by October 2, 2006, and September 30, 2006, respectively.

Adjournment

With no further business, Vice-Chair Copps moved to adjourn the meeting, and Mr. Crum seconded the motion. The motion carried unanimously and the meeting adjourned at 3:09 p.m.

Dan Miles, Chairman

Date